

The Disability Examiner

Department of Human Services, Office of Rehabilitation Services, Disability Determination Services
40 Fountain Street, Providence, Rhode Island 02903

Disability Determinations Services Consultative Examination Scheduling Unit

*40 Fountain Street, Providence,
RI 02903*

401-222-3182

Deborah Cannon

*Medical Professional Relations
Officer, ext.259*

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Kathy.alegria@ssa.gov

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WANTED: Electronic Evidence

DDS has been very busy in the last several months on a quest for Electronic Evidence (EME). As you know the Social Security Administration and Disability Determination Services are working towards a fully electronic case processing system.

This new system will help us process cases faster by eliminating time spent waiting on paper mail, process cases more efficiently as all available information will be available in the electronic file when DDS reviews the claim and will ensure faster and more accurate decisions for claimants.

How will the electronic process affect you? This process will save you money. You will no longer have to run copies, use your paper, your toner and your copy machine. If you are currently storing your records electronically, you can send your records via the Social Security Administration secure website (eme.ssa.gov). This website is HIPAA compliant and completely secure.

Offices that are currently using the secure website are pleasantly surprised at how user friendly the website is. An automatic notification is generated within seconds confirming that the records have been received by the DDS. By sending the records via the website and/or fax, medical records staff no longer receive follow-up phone calls.

If you are not storing your records electronically, you are still able to take advantage of faxing records to our fax server. Please see the instructions below.

If you mail CE reports, please remember to place the bar coded cover page as the first page, followed by the CE report. Place each CE report in a separate envelope. You may have noticed that some of our mail is sent to an address in London, Kentucky. The location is a scanning center contracted by the SSA.

We are in the process of discontinuing sending return envelopes with your CE packet. This means that you will be responsible for postage if you continue to mail your reports. DDS will no longer accept CE reports dropped off at our office.

Inside This Issue

- Electronic Medical Evidence
- Fax server numbers
- Additional Studies
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- Broken Appointments
- Consultative Examination Tips
- Calendar of Events

Important Fax Information

When faxing CE reports, please fax to our fax server. **Remember you must use the bar coded cover page as the first page followed by the CE report. PLEASE DO NOT USE YOUR OWN COVER SHEET.** The fax server number is:

1-866-288-2847

When faxing non CE related correspondence please use the following fax number:

401-222-3232

Fax bills for NO shows to the following number: 401-222-7601

Telephone Directory - Dial General Line (401) 222-3182 + Extension

Administrative

John Microulis 230
Deputy Administrator

Hearing Unit

Mario Pantano, Supervising Hearing Officer 260

Bob Goff, Hearing Officer 217

Fiscal Unit

Marie Aharonian, Business Officer 262

CE Scheduling/Medical Relations

Deborah Cannon, Medical/Prof Relations Officer 259

Kathy Alegria, Scheduler 270

Erik Wohlgemuth, Scheduler 275

FAX numbers

Fax Server 866-288-2847

Non CE –related Correspondence 401-222-3232

No shows (billing) 401-222-7601

Examiners 401-222-3868

Examiners

Unit A

Dennis Thibert, Supervisor 233

Sue Mehlenbacher 235

Cindy DeRobbio 248

Philip DiDomenico 215

Cathie Hood 207

Maryfrances McVay 247

Dawn Noel 220

Richard Rosenthal 212

Nancy Tasca 244

Unit B

Marie Boucher, Supervisor 241

Maggie Cotter 227

Karen Harvey 221

Deidre Joseph 214

Cari Petrella 225

Beth Rioles 216

Barbara Rubin 266

Stacey Selton 245

Jeanne St. Michel 273

Unit C

Kathy Brown, Supervisor 250

Jillian Rivers 223

Joelle DiDomenico 213

Christine Hammond 226

Anne Marie Izzi 219

Phillip Lowry 213

Jennifer Munroe 231

Carol Oullette 264



Approval for Additional Studies

When performing a CE, if you believe the claimant's condition indicates additional testing at the time of the exam you **must** get approval from the DDS before performing additional tests not previously authorized. Please call the DDS examiner whose name and phone number appear on the authorization. If you get their voice mail please contact the examiner's supervisor. DDS will not pay for additional testing without prior approval.

NO SHOWS

We no longer need no show reports- Just fax a bill for a no show to 401-222-7601

Did You Know?

The Rhode Island DDS is receiving more and more medical evidence electronically. Many of our CE vendors are either faxing or sending CEs via the EME website, significantly reducing the amount of time the case is in our office. If your office has begun sending records electronically thank you for better helping serve the citizens of Rhode Island.

For more information or to schedule a demonstration in your office, please contact:

Deb Cannon at (401-222-3182 ext. 259)

Comments/Suggestions

Welcome to the first issue of the Rhode Island DDS Consultative Exam Newsletter. I would like to thank our current CE panel for all their hard work throughout the years. Many of you have worked with the DDS for several years in one capacity or another and have been involved in the many changes that have occurred. I assure you there will be more to come! Without your support and assistance it would not have been possible for the DDS to do the job we are doing today. I would also like to welcome our newer panelists. I am hopeful that we can build an enduring working relationship.

I decided that it may be a good idea to begin a quarterly newsletter so that I can keep everyone up to date on what is going on with the DDS and the Social Security Administration. The information in this first issue is information that I thought would be helpful to you. In future issues I would like to include impairment specific information as well as panelist perspectives on the disability program and the expanding electronic process. I am sure there is a lot more information that you would like to see included. Please let me know what you think. I look forward to your comments and suggestions and to a continued working relationship.



CE Panel Recruitment

The DDS is currently looking for neurologists, pediatricians and hearing and speech pathologists (particularly in the South County area) to perform consultative examinations. If you can spare more time to accept additional referrals from the DDS or if you know someone who may be interested in joining our Panel of Consultative Physicians and Psychologists please call or e-mail Deb Cannon.



Requests for CE Reports

The CE medical report is considered federal property and is therefore covered under Section 1106 (a) of the Social Security Act and Regulation No. 1. Based on this regulation, the following are reminders if you receive a verbal or written request for a copy of your report or information related to the report:

- If the claimant (or their authorized representative or attorney for their disability claim) contacts you directly for a copy of their CE report or requests clarification of the report, refer the claimant to the DDS. You can advise the claimant to make the request to their disability examiner or to the DDS Medical/Professional Relations Officer.
- If you receive a request for CE information from an attorney handling a lawsuit or receive a subpoena to testify concerning a CE report, forward the request to the DDS. The DDS will seek instructions from the SSA Regional Office. Do not release the information unless you have been advised to by the DDS/SSA.

Tele-dictation Service

The Rhode Island DDS provides free tele-dictation services for medical providers allowing them to dictate their reports directly to the DDS.

Tele-dictation services are provided by Stone Network, Inc. Stone Network, Inc. utilizes state of the art network technology for dictation. They are HIPAA compliant and can be used by medical providers as well as CE providers and allows the DDS 24 hour access to dictated reports. Stone Network, Inc. offers several different receipt methods. Providers can choose to have their transcribed reports sent to them by fax, secure e-mail, or postal mail. Turnaround time for fax and e-mail is within 48 hours. In addition, if providers receive the reports by either of these two methods they also have the option to upload and save their report to their computer and then upload their report to SSA's secure website. Providers who choose to receive their transcribed reports by postal mail will receive them within approximately 3-5 days.

If you wish to change your delivery option to an electronic format or have any comments or questions about this service, contact Deb Cannon.



Reporting Broken Appointments

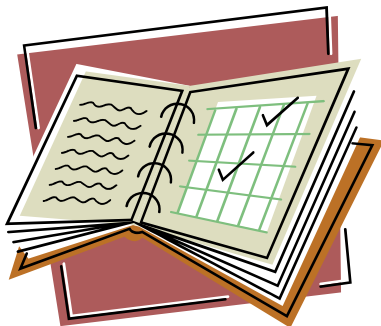
Please report all broken CE appointments. You can notify the DDS by fax (401-222-3232), by contacting the scheduler who setup the CE, or by accessing the "Send CE No show Response" on SSA's secure website (eme.ssa.gov) for registered users of the website.

Need for Interpreter Services During a Consultative Exam

In a perfect world, arrangements for an interpreter will have been made prior to the claimant attending a CE, however, there are instances when this vital detail has escaped DDS attention. If the claimant presents for a CE and you discover that the claimant does not speak English and is not accompanied by a qualified interpreter*, terminate the CE and inform the claimant that the DDS will have to reschedule the CE. Notify the DDS and the CE Scheduler will provide a qualified interpreter at the time of his/her rescheduled CE.

Be sure to notify the DDS examiner and let them know what has occurred. Without a qualified interpreter the CE should not be performed.

*a qualified interpreter means an interpreter who has met the criteria spelled out in the Federal Regulations governing same. The DDS has qualified interpreters with whom arrangements can be made to attend the CE.



Tips on Reporting Correct Information

When a CE does not follow specific reporting guidelines, we will contact you to provide missing or conflicting information. Below are some tips on reporting that correct information so that we will not need to re-contact you or your office.

- Go strictly by the consultative exam guidelines provided to you for the type of CE you are performing
- Remember to report range of motion (ROM) for all Orthopedic, Neurological and Rheumatological CEs. ROM in degrees of all joints including spine should be described, including both active and passive range. If there is no limitation in motion, state "no limitation" or "Normal."
- Remember to proofread your report and make needed corrections.
- Remember to sign your report.
- Remember to include the claimant's name and social security number on each report

To obtain a copy of the Consultative Examination Guidelines or the SSA publication "Consultative Examinations: A Guide for Health Professionals" contact Deb Cannon.

Psychodiagnostic CEs

We ask providers of Mental Exams to provide their medical opinions on the claimant's ability despite his/her impairment to:

- Understand and remember instructions
- Carry out instructions
- Respond appropriately to supervision and coworkers and
- Respond appropriately to work pressures in a work setting

If responding to stress or pressures in the work setting is an issue please identify the specific work stressors that should be avoided based on your objective findings rather than giving a generic statement. Some work related stressors could include:

- Working only with objects
- Working with the general public
- Performing complex functions
- Rapid change
- Being placed in dangerous situations
- Meeting deadlines or production quotas.

Calendar of Events

STATE HOLIDAYS

New Years Day	January 2, 2006
Martin Luther King Jr.'s birthday	January 16, 2006

Continuing Education Credits

RIPA CE workshop
Friday, February 10, 2006
8:30 am - Noon

3 Credits

"New Practice Opportunities for Psychologists:
Consultative Services for the Disability
Determination Services Program"

Location: 40 Fountain Street, Providence, RI

Cost: \$45.00 for RIPA Members, \$60.00 for non-members

Parking and Lunch: The fee includes refreshment breaks. Lunch and parking are on your own. Metered parking and parking garages are available within walking distance.

For more information or registration, go to
ripsych.org/workshops or contact the Rhode Island
Psychological Association directly at 401-737-2900

If you would like to receive The Disability
Examiner by e-mail,
Contact Deb Cannon
Deborah.a.cannon@ssa.gov

JANUARY 2006

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